CII coursework assessment

Guidelines and instructions

Advanced Diploma in Financial Planning unit AF6

CII

Contents

Guidelines and instructions

Important note:

It is essential that you fully familiarise yourself with the content of this document before commencing work on or submitting the dissertation. Failure to follow the guidance and instructions could result in you failing this unit.

The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the insurance and financial planning professions, the CII promotes higher standards of integrity, technical competence and business capability.

With over 120,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to these sectors.

Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Individually, CII's members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII's Code of Ethics.

Contacting the CII

If you have any queries regarding the information in this brochure please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

Customer Service
42–48 High Road, South Woodford,
London E18 2JP

tel: +44 (0)20 8989 8464
fax: +44 (0)20 8530 3052
email: customer.serv@cii.co.uk
website: www.cii.co.uk

Coursework assessment overview

The following guidance notes apply to the coursework assessment option for (AF6) Senior management and supervision.

This option involves the submission of three written assignments, all of which must be successfully completed to achieve a pass. 'Successful completion' is where you obtain a minimum of 50% of the available marks for each of the three assignments. There is no exam element with this course.
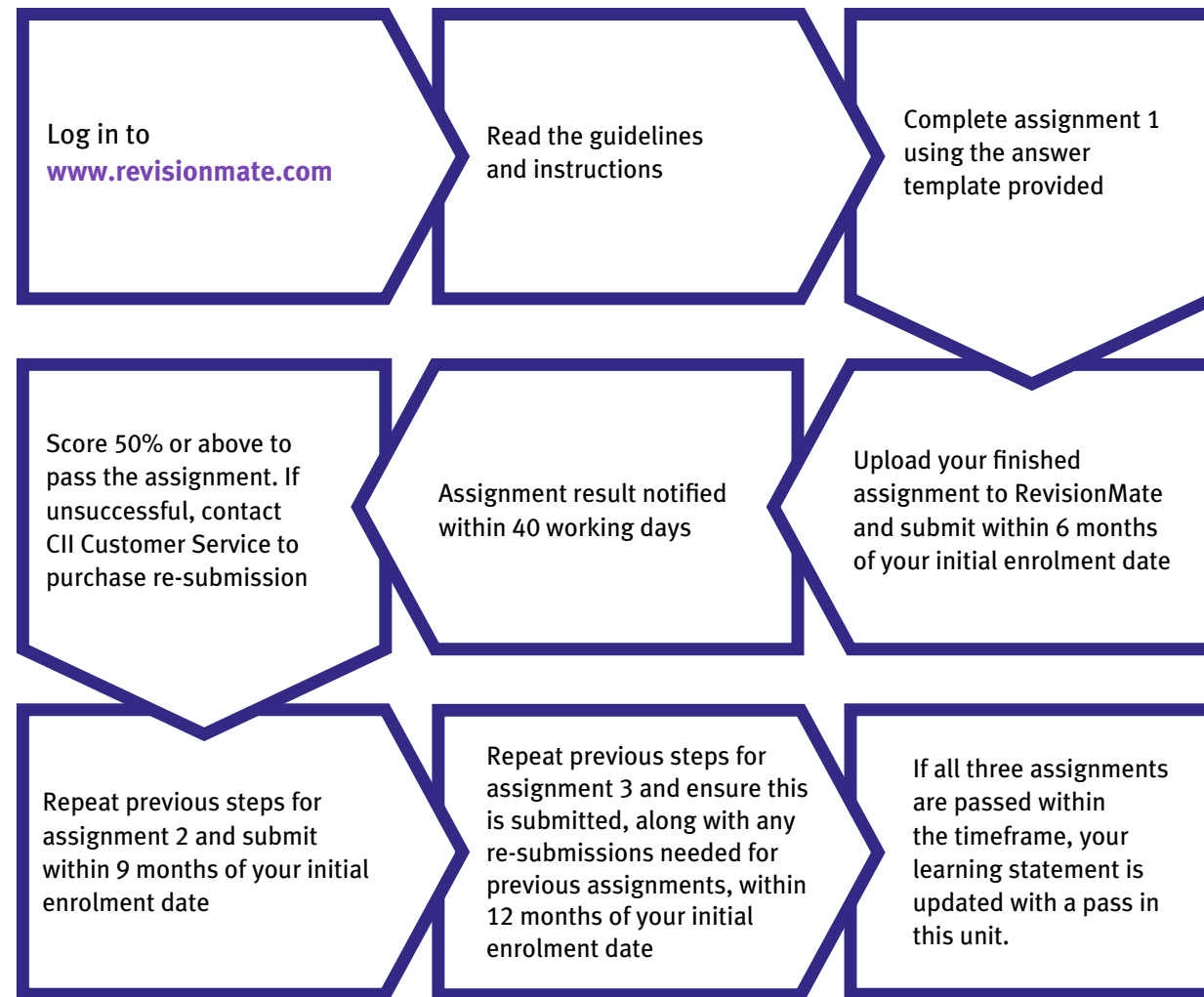
Upon successful completion a pass in the unit will be added to your CII assessment record together with 30 Advanced Diploma-level credits.

In order to be eligible to pass the unit, all three assignments must be submitted and successfully passed within the 12 month enrolment period. Mid-term submission deadlines also apply to your submission of assignments one and two – please read the following guidance carefully to ensure you aren't disadvantaged by missing a deadline.

Should you fail to complete and pass all three assignments within the 12 month enrolment period, your record will be updated with either a 'Fail' or 'Timed out' for this unit. Contact CII Customer Service on +44 (0)20 8989 8464 or email **customer.serv@cii.co.uk** to discuss your options.

What does coursework involve?

The process is outlined in the flow diagram below:

Log in to **www.revisionmate.com**

Read the guidelines and instructions

Complete assignment 1 using the answer template provided

Score 50% or above to pass the assignment. If unsuccessful, contact CII Customer Service to purchase re-submission

Assignment result notified within 40 working days

Upload your finished assignment to RevisionMate and submit within 6 months of your initial enrolment date

Repeat previous steps for assignment 2 and submit within 9 months of your initial enrolment date

Repeat previous steps for assignment 3 and ensure this is submitted, along with any re-submissions needed for previous assignments, within 12 months of your initial enrolment date

If all three assignments are passed within the timeframe, your learning statement is updated with a pass in this unit.

All three assignments must be successfully completed in order to achieve a pass in a unit.

Coursework assignments vary in their requirements. You may have to write a report, produce a paper or speech depending upon the question and the topics being assessed.
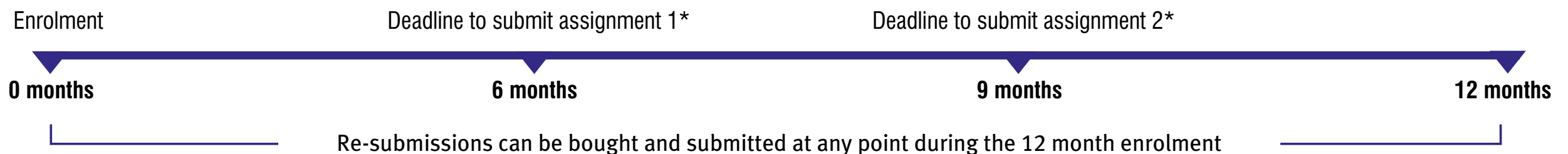
A minimum of 50 marks (50%) must be obtained for each assignment. Results will take the form of either 'Pass' or 'Fail'.

Notification of your result in each assignment will take up to 40 working days from the date of submission.

In the event that you fail an assignment two options exist:

1. Submit a reworked assignment. During 2016 an additional fee of £126 member/£172 non-member is payable. A 40 working-day marking period will apply to re-submissions. Two re-submissions per assignment may be made. All re-submissions must be completed and submitted within the twelve month enrolment period.

2. Request a review of the marking of your assignment. Each assignment is restricted to one review. An additional fee of £83 and a 35 day review period applies. Details are available at **www.cii.co.uk/courseworkpolicies**

Coursework timetable

Enrolment	Deadline to submit assignment 1*	Deadline to submit assignment 2*	FINAL deadline to submit all assignments and re-submissions**
0 months	**6 months**	**9 months**	**12 months**

Re-submissions can be bought and submitted at any point during the 12 month enrolment

* You are encouraged to submit well before this deadline to ensure you complete the course in time. If you submit your assignment after this deadline, your assignment will not be marked and you will automatically receive a 'Timed out' notification for this assignment. You will need to purchase a re-submission to continue with the course.

** If you fail to complete and pass all three assignments (including any re-submissions necessary) your exam record will be updated with either a 'Fail' or 'Timed out' for this unit.

Coursework marking criteria

The coursework assessor will assess the three items of coursework on the basis of:

- **Knowledge and understanding of the topic (30%)** – this is the factual foundation of the assignment. The essential facts should be accurate and broad enough in their scope to allow further application.

- **Application and analysis of the topic (50%)** – this is the way in which you analyse/examine the factual information and how you interpret this information to add value to your answer (this could be in the form of conclusions, solutions, recommendations, etc.). It is also important to remember that the assessor must logically be able to follow the information in assignment submissions.

- **The structure in terms of logic and coherence (15%)** – submissions should have a clear start and a clear end. Information within submissions should also be logical and well grouped.

- **The use of relevant work examples and/or examples gained from further reading (5%)** – suggestions for further reading are contained within the study text and shown on the unit syllabus. These reading lists are not exhaustive and candidates are encouraged to read further.

This table contains a detailed breakdown of the assessment methodology:

Knowledge and understanding (includes accuracy and completeness of facts). Mark weighting 30% of the 100 available marks

Almost all points of content identified and clearly explained	Most points of content identified and described in some depth	Some points of content identified	Few points of content identified
23–30 marks	15–22 marks	8–14 marks	7 marks or fewer

Application and analysis. Mark weighting 50% of the 100 available marks

Deep understanding shown of the underlying concepts and their application	Essential understanding shown of underlying concepts and their application	Restricted understanding shown of the underlying concepts and their application	Little understanding shown of the underlying concepts and their application
39–50 marks	26–38 marks	13–25 marks	12 marks or fewer

Coherent structure. Mark weighting 15% of the 100 available marks

Answer is coherently structured	Answer is mostly coherently structured	Answer is limited in coherent structure	Answer is insufficiently coherent in structure
12–15 marks	8–11 marks	4–7 marks	3 marks or fewer

Evidence of the use of relevant examples and/or further reading to support answers. Mark weighting 5% of the 100 available marks

Considerable evidence demonstrated of the use of relevant examples and further reading to support the answer	Evidence demonstrated of the use of relevant examples and further reading to support the answer	Little evidence demonstrated of the use of relevant examples and further reading to support the answer	Very little evidence demonstrated of the use of relevant examples and further reading to support the answer
5 marks	4 marks	3 marks	2 marks or fewer

Note: Feedback on the basis of the marking grid will be given to all candidates.

Completing coursework assignments

Assignments one to three should be submitted sequentially, in advance of the deadlines laid out on page 4.

The CII learning material for the unit provides the foundation for your studies, although you will need to supplement your knowledge with wider reading.

Each assignment has a recommended word length. We would typically expect an answer to be in the range of the recommended word count in order to address the question set. The typical word count for each assignment is between 2,000–3,000 words.

The word count does not include diagrams (which you are free to use in your answer); however, it does include text contained within any tables you choose to use.

The reference list is not included in the word count.

You are required to use the typeface Arial (size 11pt).

We recommend that you study the specimen coursework assignment question and answer paper that is available for your selected unit. This can be found in the assignment centre on RevisionMate – details on how to access this can be found on page 10. This indicates the style of question that will be asked and the depth of answers required.

We recommend that you use headings, bullet points, graphs and diagrams where relevant to enhance readability and the quality of your work.

The assignments must be your own work and, in submitting them, you are declaring the originality of your work. For this reason important rules apply to the **referencing** of your coursework and in respect of possible **plagiarism** and **collaborative** working. Full details on each of these are provided on page 11.

It is essential that you adhere to these rules when completing your coursework. Failure to do so will result in penalties being applied which could include not only exclusion from this unit but from all CII examinations.

Candidates must take care to appropriately safeguard their work. Assignments saved on servers provided by your employer must be password protected with a complex password known only to you.

Please note that you do not need to wait to receive your results from one assignment before you submit the next, although you may wish to do so to benefit from the feedback you will receive with your results. Please bear in mind that your result notification will be mailed to you within 40 working days of submission, and you will need to ensure that you have enough time to complete the next assignment before your next deadline.

A unit pass will only be awarded where all three coursework assignments are successfully passed.

Originality of work

Ensuring the authenticity of submitted work

These rules apply to all CII units assessed by: coursework; mixed assessment; continuous assessment; and in respect of Fellowship submissions. The purpose of the rules is to ensure that candidates submit their own work.

Failure to comply with the following rules will result in:

a) **Your assignments being withdrawn where there are high matches to published sources such as CII study texts; and/or**

b) **disciplinary action being taken against you. Where disciplinary action is taken your name and your employer will be published.**

By submitting assignments or dissertations, you agree to comply with these rules.

1. The work you submit must be your own and be in your own words.

2. You must NOT copy or amend work from another source including another candidate or the study text or any other supporting material.

3. Your assignment or dissertation must NOT include content which another person has dictated to you.

4. Where you draw on other work, you must fully reference it – *the guidelines for the unit you are taking will provide guidance on referencing correctly*.

5. You must NOT work with another candidate to write an assignment or dissertation.

6. Another person must NOT write your assignment for you.

7. You must NOT write an assignment or dissertation for another person.

8. You must NOT provide, or provide access to, your assignment or dissertation or any part of your assignment or dissertation, including tutor/examiner feedback, to anyone other than the CII. You must not access another candidate's assignment or dissertation.

9. You must NOT be involved in any other dishonourable or unprofessional conduct relating to the completion and submission of your assignments or dissertation.

Important Notes

1. Writing of assignment responses must be done individually without collaboration of any kind.

2. Candidates must take care to appropriately safeguard their work. Assignments saved on servers provided by your employer must be password protected with a complex password known only to you.

3. All assignments and dissertations will be subject to plagiarism detection software checks.

4. The CII reserves the right to contact candidates following submission of their assignments to verify their identity and ensure that the assignment has been written by that candidate.

5. Where a breach of the above rules is suspected by the CII it will be fully investigated.

6. Where the CII has grounds to suspect a breach of the above rules, your identity and relevant evidence relating to you may be shared with other candidates and/or your employer to ensure a fair and thorough investigation.

7. Guidance on plagiarism and referencing can be found in the guidelines relevant to the assessment module you are completing.

8. Details on the CII's disciplinary regulations and procedures rules as well as the indicative sanctions guidance can be found at **www.cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions**

9. Sanctions will be imposed on candidates found to be in breach of the Authenticity Rules. Sanctions applied in previous cases can be seen at **www.cii.co.uk/about/professional-standards/disciplinary-and-appeals-decisions/ breaches-of-examination-andor-assessment-regulations/**

10. The names of candidates, along with their employers, found to be in breach of these rules are also published on the CII website and in the CII Journal and Financial Solutions magazines.

Originality of work

Breach of the assessment rules – penalties and sanctions for malpractice

In submitting your assignments you are acknowledging that you have read the rules in these candidate guidelines and that this is your own work. All assignments are run through plagiarism software which checks with other students and also other published sources. If a match is found then this will be fully investigated and the appropriate action taken depending on the severity of the case.

We acknowledge that you may undertake joint study with colleagues or as part of a formal training programme. However, your answers must be your own work and in your own words. Working with another person to write assignments, allowing another person access to any of your assignment answers or copying or amending another person's assignment answers is not permitted under any circumstances and will result in sanctions being applied.

Sanctions include being excluded from the exam unit in question through to being excluded from all CII examinations. The exact sanction to be applied will depend upon the exact nature of the transgression.

Disciplinary action may be taken against any candidate found guilty of dishonourable or unprofessional conduct, or committing a breach of the assessment rules. Details of the CII's disciplinary procedures and rules as well as sanctions guidance can be found at **www.cii.co.uk/about/professional-standards/disciplinary-and-appeals**

The names of candidates, along with their employers, found to be in breach of the rules are also published on the CII website. Please note all assignments will be subject to plagiarism software checks. Read Appendix 1 for full details on plagiarism and how to use quotations, paraphrasing and referencing in your work.

Support and submission

Coursework assignments are accessed and submitted online at **www.revisionmate.com**

To access your course you will need to login by:

1. Using your CII Permanent Identity Number (PIN)* as your login name; and

2. Using your surname as your password (unless you have changed your password) all in lower case and omit any hyphens or apostrophes

* You can find your CII PIN on any communication sent to you by the CII or by calling CII Customer Service on +44 (0)20 8989 8464.

Assignment centre

In this section you will find:

- **Assignments** – the three compulsory coursework assignments for the unit on which you have enrolled

- **Answer templates** – the template documents that you must use to type your answers on

- **Submissions** – these links provide you with the ability to upload your completed assignments and confirm you wish to submit them for marking by the assessor.

Learning support and guidance

Resource centre

In this section you will find:

- **Study text** – breaks down the syllabus into concise sections, with each chapter containing clearly defined learning outcomes, a series of short self-test questions and a scenario-based question which includes guidance on how to approach your answer

- **Relevant Level 4 technical knowledge** – online study text for unit (J07) Supervision in a regulated environment

- **Assumed knowledge test** – covering the (J07) Supervision in a regulated environment syllabus

- **Three specimen coursework assignments and answers** – providing a guide as to the style and format of coursework questions and the depth and breadth of answers sought by examiners

- **Syllabus** – a copy of the AF6 syllabus.

Coursework information

In this section you will find:

- **An overview of the coursework process** – a diagrammatical overview of the coursework process from enrolment to completion of the online assessment

- **Guidelines and instructions for this unit** – online copy of the information contained in this document

- **Coursework FAQs** – detailed responses to questions we're most frequently asked relating to coursework

- **Explaining your results notification** – key to better understanding the areas markers look at and how to interpret result notification feedback codes provided online, which link to your performance. This will also allow you to make the most of your feedback received.

- **Discussion forum** – a dedicated discussion forum for AF6 coursework enrollees. Please note, it is not permitted to discuss the content of any online assignments on this forum. This forum is continuously monitored.

Help using the online system

Features on this page are accompanied by further instructions online. However, if you have any difficulty gaining access to the site, or questions relating to site functions, please contact **revisionmateadmin@cii.co.uk** or use the 'contact us' button on site.

General online assessment queries should be directed to CII Customer Service at **customer.serv@cii.co.uk** These sources of help are available from Monday to Friday between 9.00 am and 5.00 pm (GMT).

Appendix 1 – Plagiarism and referencing

Plagiarism

It is important to understand what plagiarism is and how it can be avoided. The Joint Council for Qualifications (JCQ) defines plagiarism as: "Unacknowledged copying from published sources (including the internet) or incomplete referencing." The following also constitute plagiarism:

- Copying or amending sections of work from a friend/colleague.
- Having a friend/family member dictate something to you.
- Copying and pasting from the internet without citing the source.
- Copying or using directly from a study text quotation without citing the source.
- Paraphrasing without including reference to the source of the paraphrase.
- Working with another person, or using another person's work to write your assignment.

Within the text of your assignments you should use the following formats to attribute work to its author(s).

Quotations

When using quotations from books, websites or journal articles you should cite the author and the year of publication then use the quote in quotation marks, as below:

As Crystal (2006) points out: "Learning vocabulary is always a matter of building up fields of words."

If, however, you would like to use a longer example than your sentence allows, use the author(s) name, year of publication, indent the quotation and place the page number of the quotation, at the end:

As Crystal (2006) points out:
Learning vocabulary is always a matter of building up fields of words. And we do that by comparing words with other words. That is how parents teach children. (Crystal, 2006, p29)

Paraphrasing (This does not apply to other candidates' work)

Paraphrasing is where you encapsulate another person's original idea, argument or conclusion in your own words. It is still necessary to attribute those ideas to the author, and you can do this by using the formatting outlined above for direct quotations, taking care to include the author's surname and the year of publication.

"There are several methods you can adopt. Try them all a few times. You'll soon find out which ones work best for you.

1. Read small sections of your notes or the text you are studying (say a paragraph at a time). Cover your notes and then write the section in your own words.

2. For every sentence of text you want to paraphrase write two of your own. Remember it often helps if you identify the main idea then give an example of your own and then explain how your example fits with the main idea.

3. Take a small section (again say a paragraph). Write down the key words. Cover the original and then use the key words to help you write a paragraph in your own words. Don't change any technical words, numbers or mathematical or scientific formulae. However feel free to change the everyday words to those of your own.

4. Remember to include a reference to the person who first wrote what you have paraphrased.

If you can't paraphrase the source then you may need to think about putting the idea in as a quotation."

(Using sources. A guide for students: Find it – Check it – Credit it, p 16–17. Ofqual, 2010.)

Appendix 1 – Plagiarism and referencing

Referencing (How to reference material in your assignment)

When writing your assignment, you must acknowledge other people's ideas and work.

You can do this in the following ways:

1. Incorporate a reference within the assignment itself, for example: Foss, B & Stone, M (2002) said that increasing sophistication in telephone and Web management allows providers to differentiate the service provided to customers, such as shorter waiting times for higher-value customers.

2. Quote from a book or paper by putting the comment in "..." and cite the page as well as the author and date, for example: "As banks become more sophisticated in telephone and web management of customers, they will be able to deliver a more varied segment management to the market, starting with the issuing of different numbers to different customer groups and delivery of different point-of-contact service. A simple example might be a longer waiting time for mass-market customers who call very rarely." (Foss et al, 2002, p209)

Whatever references you use, ensure that you include a full and complete list of them at the end of your assignment as a reference list. If you have used information from the internet, list the web page and the date it was accessed.
The references should be in alphabetical order and written as follows:

Books:
Foss, B & Stone, M (2002) CRM in financial services Kogan Page Ltd.

Edited books:
Flynn, R (2006) Counter-terrorism Risk Management. In D.Hillson(Ed) The Risk Management Universe – A Guided Tour BSI Business Information.

Journals and Reports:
Porter, M. E. (1996) "What is strategy?" Harvard Business Review, November–December, pp61–78.

Internet sites:
Chartered Insurance Institute, Code of Ethics Source: **www.cii.co.uk/code**
[accessed 31 October 2012]